

INSTRUCTIONS FOR DANCE HALL APPLICANTS

Application Forms

1. Complete the long application form and file it with the City of Houston Administration & Regulatory Affairs Department, Commercial Permitting & Enforcement Section at 1002 Washington Avenue, 1st Floor. The mailing address is P.O. Box 1561, Houston, Texas 77251-1561. The office telephone number is 832-394-8803.
2. The short application form should be completed and taken to the Houston Police Department Identification Division in the basement of 1002 Washington for processing. The Identification Division telephone number is 832-394-4880. The applicant must then take the processed short form to the Houston Police Department Vice Division at 1200 Travis, 4th Floor, for further review and approval. The Vice Division telephone number is 713-308-8600. If the dance hall license is not issued within 180 days from the application date, you must resubmit this form.

If the dance license is not issued within one year of the application date, your location will have to be recertified by Health, Fire and Building inspectors to ensure that you are still in compliance with various City codes.

Completing the Application

1. Provided complete and accurate information on the application, including a telephone number where you may be reached, a mailing address if different from the business address, an e-mail address, and the hours and days of operation (i.e. 6:00 p.m. to 2:00 a.m., Thursday thru Saturday). Sign the application in the presence of a Notary Public.
2. Keep in touch with the Commercial Permitting & Enforcement Section regarding the status of your application. The approvals from various departments will take four to six weeks. You may call us during the third week to check on the status of your application.
3. Follow up with the various departments when notified by the Commercial Permitting & Enforcement Section Office. Complete all work required to comply with the Health, Fire and Building codes. Contact the appropriate department inspector when the building is ready for re-inspection. This will expedite the approval of your location.
4. Obtain a copy of the Certificate of Occupancy (C.O.) with dance, if you don't already have one. Contact the Public Works & Engineering Department, Building Permits (Code Enforcement) Section at 832-394-8899 for this document. Submit a copy of the C.O. to the Commercial Permitting & Enforcement Section.
5. Apply for a Food Dealers permit from the Health & Human Services Department at 1002 Washington Avenue, Room 437.
6. Pay the required fees when notified that the application has been approved. Renew the license on or before December 31st of each year.
7. Notify the Commercial Permitting & Enforcement Section in writing when the business closes or is sold to a new owner. The dance hall license is **not** transferable.

Dancing should not be allowed on the premises until your application is approved and the required fee is paid. You may be issued a citation for violation of City Ordinance - Chapter 5, Article III - Division 2, Section 5-71(a).

ADMINISTRATION & REGULATORY AFFAIRS DEPARTMENT

COMMERCIAL PERMITTING & ENFORCEMENT SECTION

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PHONE: 832-394-8803

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FAX: 832-395-9631

ONLINE: www.houstonpermittingcenter.org or www.houstontx.gov/ara